

Example Template:

Internet Safe and Responsible Use Plan Template

The Internet is a global information and communication network that provides a tremendous opportunity to bring previously unimaginable education and information opportunities to our students. Through the Internet, students can access up-to-date, highly relevant information that will enhance their learning. Students also have the opportunity to communicate with other people from throughout the world. Use of the Internet for enriching educational activities will assist in preparing students for success in life and work in the 21st Century.

The Internet is, however, a public space. As is true with all public spaces, there is a potential that students may come into contact with potentially harmful or inappropriate material or people. Therefore use of the Internet by young people necessarily raises concerns about safety and security. Young people may also use the Internet to engage in actions that are ethical, legal and responsible. Schools that provide Internet access to students have an obligation to help students learn to use the Internet in a safe and responsible manner.

The following Internet Safe and Responsible Use Plan addresses the strategies the District will utilize to create an environment that will support the safe and responsible use of the Internet by students. The District's Internet Safe and Responsible Use Policy and Regulations contain the specific guidelines necessary to implement this Plan. The Student Internet Use Policy addresses student responsibilities related to this Plan. Through this Plan the district seeks to:

- Establish an appropriate environment that will support the safe and responsible use of the Internet by students in school
- Impart to students the knowledge, skills, and motivation to use the Internet in a safe and responsible manner regardless of where or how they have access to the Internet.

Core Components

The following are the core components of the District Internet Safe and Responsible Use Plan:

Focus on the Educational Purpose The district Internet system has not been provided as a public access or personal Internet service. Use of the district Internet system is limited to those activities that support education, enrichment, and career development. The district has engaged and will continue to engage in activities that support the educational use of the system. These activities include professional development for teachers in the use of technology for instructional purposes, technical and instructional support for teachers, and the provision of Internet-based lesson plans. The district has (will) also established an educational web site that provides direct links to previewed, good quality educational materials. Electronic communication activities are limited to educationally related activities and will occur within secure environments.

Education About the Safe and Responsible Use Teachers, administrators and students will learn about issues related to the safe and responsible use of the Internet. Students will receive instructions about protecting their personal information when communicating on the Internet. Issues related to safe and responsible activities on the Internet will also be addressed in other areas of the curriculum, such as discussing issues of sexual violence in sex education classes, and discussing hate literature in social science classes. The district will also be providing information to parents about these issues.

Supervision and Monitoring Student use of the Internet will be supervised by teachers in a manner that is appropriate for the age of the students and circumstances of use. Computers used by students will be positioned so that the screens are generally visible, to facilitate supervision. The district will also monitor student Internet use. Users will be made aware that they have a very limited expectation of privacy when they use the Internet at school. Routine monitoring may reveal evidence of inappropriate activities and an individualized search of their activities or their personal files may occur if there is a reasonable suspicion of inappropriate activity. Notice will be provided to students regarding district monitoring.

Discipline. Misuse of the Internet by students will be addressed in accord with the student disciplinary code. Misuse of the Internet may result in restrictions placed on student use of the Internet.

The core components will be implemented in different ways depending on the age of the students and circumstances of use. The primary focus for elementary students will be on maintaining a safe and secure environment. As students become older the focus will expand to address strategies that will help students learn to independently make safe and responsible choices in their behavior when using the Internet.

Access to Inappropriate Material

Age Appropriate Usage Elementary students will use the education web site or classroom web sites as their primary source of access to materials on the Internet. Teachers will closely supervise any access to the Internet that is outside of this restricted environment. Secondary students will use the education web site, but also may access material from elsewhere on the Internet. Students will receive instruction, appropriate to their age, regarding strategies avoiding the inadvertent access of inappropriate material and what to do if they accidentally access such material.

Prohibited, Restricted, and Limited Access Material The District has identified the following types of material as Prohibited, Restricted, and Limited Access Material.

Prohibited Material Prohibited Material may not be accessed by the students or staff at any time, for any purpose. This material includes material that is obscene, child pornography, material that is considered harmful to minors, as defined by the Children's Internet Protection Act. The district designated the following types of materials as Prohibited: Obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.

Restricted Material Restricted Material may not be accessed by elementary or middle school students at any time for any purpose. Restricted Material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher or by staff for legitimate research or professional development purposes. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by the school.

Limited Access Material Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.

Technology Protection Measure the District has installed and will enforce the use of a Technology Protection Measure. A Technology Protection Measure is a specific technology that is designed to protect against access to inappropriate material. More information about the Technology Protection Measure and the manner in which it is configured for use within the District is available from (who). (District has implemented procedures that will enable staff to unblock access to a site that contains appropriate material that has been mistakenly or inappropriately blocked.

Family and Personal Values There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not possible for the district to monitor and enforce a wide range of social values in student use of the Internet. Parents/guardians are encouraged to specify to their children what material is and is not acceptable in accord with their family values for their children to access through the district system.

Safety and Security of Students When Using Electronic Communication

Elementary students will use either classroom e-mail accounts (or have individual e-mail accounts where all communication is readily accessible by their teacher.) Secondary students may have an individual e-mail account to support educational activities. Students may participate in real time electronic communication activities under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the school. Student accounts will be established with a username that will protect the personal identity of the student. Students will receive instruction in privacy and communication safety standards when using electronic communications and other Internet services.

Responsible Use Issues

Students may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement or engage in actions that jeopardize the security of the system when using the district Internet system.

Unauthorized Disclosure, Use, and Dissemination of Personal Information Regarding Students

The district Internet system will be used in a manner that protects the confidentiality of information about students and is fully in accord with the student confidentiality protection requirements of federal law, state law, and district policy. The Student Internet Use Policy contains limits regarding student disclosure of personal information about themselves or others. The District Policy and Regulations also contain provisions addressing staff requirements regarding confidentiality and disclosure of student personal information. Any such disclosures will be

Limitation of Liability

Due to the nature of the Internet, there can be no absolute guarantee that the implementation of the safe and responsible use measures contained in this Plan, including the Technology Protection Measure, will fully protected against access to material or people that may be considered inappropriate or potentially

harmful. The district will not be responsible for any damage students may suffer if they accidentally or intentionally are exposed to such materials or people. Use of the system by students will be limited to those students whose parents have signed a disclaimer of claims for damages against the district.

Accountability and Community Involvement

The district Internet Safe and Responsible Use Plan, Policy, and Regulations were developed based on input and feedback from staff, students, parents, and the community. The district's (name) Committee will engage in ongoing analysis of the Plan, Policy, and Regulations and will make recommendations to District Administration and the Board regarding possible amendments and implementation strategies. Any member of the school community, including staff, students, parents, and community members, may submit information regarding concerns or recommendations to this Committee (how).

EXAMPLE

District Internet Safe and Responsible Use Policy

1. The district is providing Internet access to its employees, board members, and students. The district's Internet system has a limited educational purpose. The district's Internet system has not been established as a public access service or a public forum. The district has the right to place restrictions on use to ensure that use of the system is in accord with its limited educational purpose.
2. This policy, related district and school regulations, and the student disciplinary code will govern student use of the district's Internet system. This policy, related district and school regulations, district employment policy, and the collective bargaining agreement will govern staff use. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the district Internet system. Users have limited privacy expectations in the contents of their personal files and records of their online activity while on the district system.
3. Student's constitutional rights to freedom of speech and freedom to access information will be protected when they use the Internet in school. The district Internet system is a limited public forum. The district may restrict access to materials or may place restrictions on student speech for valid educational reasons. The district will not restrict student access to information or speech on the basis of a viewpoint discrimination.
4. The district makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the district Internet system will be error-free or without defect. The district will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Users or parents of users will indemnify and hold the district harmless from any losses sustained as the result of misuse of the system by user. Use of the system by students will be limited to those students whose parents have signed a disclaimer of claims for damages against the district.
5. The district has developed and approved this policy in accord with the statutory requirements of the Children's Internet Protection Act. The policy was developed with input and feedback from staff, students, parents, and community members. The policy represents the district's good faith efforts to promote the safe, ethical, responsible, and legal use of the Internet, support the effective use of the Internet for educational purposes, protect students against potential dangers in their use of the Internet, and ensure accountability.
 - a. The district will promote the effective, educational use of the Internet in school through professional development and the establishment of a district web site that will provide access to prescreened, appropriate, educationally relevant material.
 - b. Student and staff users of the district Internet system will receive instruction regarding the safe, ethical, legal, and responsible use of the Internet and of the district's Internet system and their rights and responsibilities under this policy.
 - c. Student use and activities will be structured in a manner that is appropriate to the age and skills of students, recognizing the importance of providing more secure environments for younger students and supporting safe, responsible, independent use by older students.

- d. The District will protect against access to materials that are considered inappropriate for users to access through the District Internet system in the following manner:
- i. The district regulations will designate certain categories of materials as Prohibited, Restricted, or Limited Access Material. The students or staff may not access prohibited Material at any time, for any purpose. Restricted Material may not be accessed by elementary or middle school students, but may be accessed by high school students in the context of specific learning activities that have been approved by a teachers or by staff for professional development purposes. Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that re directed by a teacher or during periods of time that a school may designate as "open access" time by the individual school.
 - ii. The district will implement the use of a Technology Protection Measure, which is a specific technology that will protect against access to visual depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the district or school, the Technology Protection Measure may also be configured to protect against access to other material considered inappropriate for students to access.
 - iii. The Technology Protection Measure may not be disabled at any time that students may be using the district Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately unblock by the Technology Protection Measure.
 - iv. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection Measure.
- e. Student use of the district Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use.
- f. The district will develop procedures to monitor student use of the Internet through an analysis of Internet usage records.
- g. The district and schools will establish regulations and procedures to protect the safety and security of students when using direct electronic communications.
- h. The Student Internet Use Policy developed pursuant to this policy will include requirements that address the following safe and responsible use issues:
- i. Access to inappropriate material.
 - ii. Privacy and communication safety standards for self and others
 - iii. Illegal activities, including computer security violations, actions taken to disrupt the performance of a computer system, and the use of the Internet to engage in other criminal acts.

- iv. Inappropriate language.
 - v. Plagiarism and copyright infringement.
 - vi. Actions or use that may disrupt or jeopardize the security or effective performance of the district's network or the Internet.
- i. The district will protect against the unauthorized disclosure, use, or dissemination of personal or confidential information of students.
 - j. The district will review contracts with third party providers of data management services to ensure compliance with federal and state student privacy laws.
 - k. The district will develop regulations for staff pertaining to the transmission of student confidential information via direct electronic communications to ensure that such transmissions are in compliance with the federal and state student privacy laws.
 - l. The district will develop regulations for staff and students to ensure the protection of student personal information when accounts are established or information is provided by or about students on third party web sites.
 - m. The district will develop regulations addressing the disclosure of student information, posting student-created material, and posting pictures of students on the District web site.
6. Each school will provide an annual written notice to the parents/guardians of students about the district Internet system, the policies governing its use, and the limitation of liability of the district. Parents/guardians must sign an agreement to allow their child to access the Internet. Upon receipt of the executed agreement, the student will be issued an Internet Use Permit (or some other method of designating permission). The agreement and the Internet Use Permit will be effective for as long as the student attends the particular school. Parents/guardians have the right at any time to investigate the contents of their child's e-mail files. Parents/guardians have the right to request the termination of their child's Internet access at any time.
7. The district will implement an Internet records retention system that is in accord with (*input*), the state public records law.
8. The district will develop copyright management regulations that will protect the rights of copyright holders, including students and staff, related to material that is accessed through or placed in the Internet.
9. The district will develop district web site regulations to promote the effective educational use of the Internet, protect the privacy rights and other rights of students and staff, limit potential liability of the district for the inappropriate placement of material, and present an image that will reflect well on the district, schools, staff, and students.
10. The administrative responsibilities of the district administrative staff related to the district Internet system are as follows:
- a. The superintendent, or his/her designee, will serve as the coordinator to oversee the district Internet system. The superintendent is authorized to develop regulations and agreements for the

use of the district Internet system that are in accord with this policy statement, and other district policies.

- b. The building administrator, or his/her designee, will serve as the building-level coordinators for the District Internet system, will develop building-level regulations necessary to implement this policy and district regulations, establish procedures to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy and related regulations at the building level.
- c. The district (name of district committee) will be responsible for ongoing evaluation of the issues related to this policy, related regulations, and the strategies implemented by schools under this policy. The (name of committee) will solicit input and feedback from staff, students, parents, and the community in this evaluation process.

EXAMPLE

District Internet Safe and Responsible Use Regulations

A. Educational Purpose

1. The district's Internet system has a limited educational purpose.
 - a. The term "educational purpose" includes use of the system for classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
 - b. Schools may designate limited periods of time as "open access," providing students and staff the opportunity to use the Internet for non-educational or entertainment purposes. Such use must not interfere with the educational purpose of the system and must be in accord with the provisions of the district policy and regulations.
 - c. Students may not use the system for personal commercial purposes, including offering or purchasing products or services. Staff may use the system for personal commercial purposes if such use is limited.
 - d. Users may not use the system for lobbying activities, as defined under (statute prohibiting use of public funds for lobbying). This provision shall not limit the use of the system by students or staff for the purposes of communicating with elected representatives or expressing views on political issues.
 - e. Staff may use the district Internet system for communications related to collective bargaining and union organizational activities.

B. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District Internet system.
2. User access to the District Internet system will require the use of an account name and password to enable individual users to be identified. *Option: "Elementary students may use the Internet through a classroom user account and password."*
3. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
4. Employee violations of this policy will be handled in accord with District policy and the collective bargaining agreement.
5. Notice of student or staff violation of this policy shall be forwarded to the (name of committee) to facilitate evaluation of the policy and the implementation strategies.

C. Promoting the Effective Educational Use of the Internet

1. The district will provide professional development opportunities for teachers in the effective use of the Internet for instructional purposes, disseminate Internet-based lesson plans, and provide technical and instructional support.
2. The district will establish a district web site that will facilitate and promote the effective use of the Internet for educational purposes and reduce the potential of student access to inappropriate material. The web site will provide access to materials that have been prescreened by educators and other professionals to ensure the appropriateness of the material for educational purposes.
3. Teachers will be encouraged and supported in the creation of classroom web sites that will direct students to sites with information that is pertinent to current studies. All sites linked to through the classroom web site should be prescreened by the teacher to ensure such sites are appropriate in light of the age of the student and the relevant to the course objectives.
4. The district and teachers will seek to limit student exposure to commercial advertising and product promotion, especially advertising or promotion of youth-oriented products and services, in the development of the district or classroom web sites or other assignments utilizing the Internet.
 - a. Sites with extensive commercial advertising may be included on the district or classroom web sites or designated as a required or recommended sites only if there is a compelling educational reason for such selection
 - b. Teachers may make use of high-quality, unbiased online educational materials that have been produced with corporate sponsorship. District educators may not make use of educational materials that have been developed primarily for purpose of promoting a company and/or its products or services.
5. For students at the elementary school level, access to information on the web will be generally be limited to access available through the district web site or through classroom web sites. The teacher must closely supervise any access to material outside of such prescreened sites.
6. For students at the secondary school level, access to information on the web should generally be through the district web site or through classroom web sites. Students may access sites outside of the district or classroom web site in a manner prescribed by their school.
7. Teachers may download information from the web that is necessary for classroom instructional purposes and provide this information to students who do not have Internet access. This information may be provided either in hard-copy form or through a computer system without live access to the Internet.

D. Protections Against Access to Inappropriate Material

1. Inappropriate material.
 - a. The District has identified the following types of material as Prohibited, Restricted, and Limited Access Material.
 - i. Prohibited Material. The students or staff may not access prohibited Material at any time, for any purpose. This material includes material that is obscene, child pornography, material that is considered harmful to minors, as defined by the Children's Internet Protection Act.

The district designated the following types of materials as Prohibited: Obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.

- ii. **Restricted Material.** Material that is Restricted may not be accessed by elementary or middle school students at any time for any purpose. High school students in the context of specific learning activities that have been approved by a teacher or by staff for legitimate research or professional development purposes may access restricted Material. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by the school.
 - iii. **Limited Access Material.** Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.
 - b. If a user inadvertently accesses material that is considered Prohibited or Restricted, he/she should immediately disclose the inadvertent access in a manner specified by their school. This will protect the user against an allegation that they have intentionally violated the policy.
 - c. The determination of whether material is Prohibited, Restricted, or Non-educational shall be based on the content of the material and the intended use of the material, not on the protective actions of the Technology Protection Measure. The fact that the Technology Protection Measure has not protected against access to certain material shall not create the presumption that such material is appropriate for users to access. The fact that the Technology Protection Measure has protected access to certain material shall not create the presumption that the material is inappropriate for users to access.
2. **Technology Protection Measure(s).**
- a. The District has selected a Technology Protection Measure(s) for use with the District Internet system and has specified the manner in which the Technology Protection measure will be configured. This selection and configuration is described in full in Exhibit A. The Technology Protection Measure will always be configured to protect against access to material that is obscene, child pornography, and material that is harmful to minors, as defined by the Children's Online Protection Act. The district or individual schools may, from time to time, reconfigure the Technology Protection Measure to best meet the educational needs of the district or schools and address the safety needs of the students.
 - b. The District Safety and Responsible Use Committee will conduct an annual analysis of the effectiveness of the selected Technology Protection Measure and make recommendations to the Superintendent regarding the selection and configuration of such measure.

- c. The Technology Protection Measure may not be disabled at any time that students may be using the district Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Technology Protection Measure may be disabled during non-student-use time for system administrative purposes.
- d. (This provision is only necessary if the district has selected a Technology Protection measure that blocks access to appropriate material, including any technology that blocks by URL or filters and blocks based on text-based content analysis) Technology Protection Measures have been found to inappropriately block access to appropriate material. To ensure that the implementation of the Technology Protection Measure is accomplished in a manner that retains District control over decision-making regarding the appropriateness of material for students, does not unduly restrict the educational use of the District Internet system by teachers or students, and ensures the protection of students' constitutional rights of access to information and ideas, authority will be granted to selected educators to temporarily or permanently unblock access to sites blocked by the Technology Protection Measure.
 - i. Authority to temporarily unblock access will be granted to building administrators and/or his/her designee(s), and any media specialists or teacher who regularly uses the Internet for instructional purposes who requests permission to have such authority. Individuals granted authority to temporarily unblock sites must meet standards for technical proficiency that are necessary to ensure the security of the system. The (name of committee) shall determine such standards.
 - ii. To temporarily unblock a site, the authorized individual must review the contents of the site, outside of the presence of any student, prior to allowing access to the site by a student.
 - iii. Reports of all instances of temporary unblocking will automatically be forwarded to (who -- recommend district's top media specialist and the district's technology coordinator).
 - iv. If an authorized individual believes that the blocked site should be permanently unblocked, a recommendation will be forwarded to (who -- recommend the District's top media specialist). (This individual) may make a decision to permanently unblock access to the site or may delegate the decision to (district media committee). A list of all sites that have been permanently unblocked, together with the rationale for making the decision to unblock the site, will be forwarded on a monthly basis to the Superintendent, the Technology Protection Measure Company, and (others).
 - v. A request to unblock process will be established in secondary school libraries to allow students to anonymously request that a blocked site be temporarily or permanently unblocked.
- 3. Substitute teachers must be specifically certified to instruct in classrooms where students are accessing the Internet. Certification requirements will ensure that substitute teachers have a standard level of technical proficiency and understand Internet safety and responsible use issues, this policy, and the obligations related to supervision of students in their use of the Internet.

E. Supervision, Monitoring, Search and Seizure, and Retention of Records

1. Student use of the district Internet system will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. The building administrator, or his/her designee, will develop and disseminate staff supervision requirements for their respective schools. Computers used by students in classrooms and labs will be positioned to facilitate effective staff supervision.
2. The district will monitor use of the Internet through a regular analysis of Internet usage as described in Exhibit A. Individual schools may implement any additional monitoring systems desired.
3. Users have a limited privacy expectation in the contents of their personal files and records of their online activity while on the district system. Users will be fully and regularly informed about the district's supervision and monitoring activities and the limitations on their privacy that are a result of such supervision and monitoring.
4. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating district policy, regulations, or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated district policy, regulations, or the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. The superintendent or his/her designee must approve by a district administrator responsible for supervision of the student or staff or individual search of user's e-mail. In the event an individualized search is conducted, a record will be established detailing the reason for the search, the extent of the search, and the results.
5. The superintendent, or his/her designee, will implement an Internet records retention system that is in accord with (*input*), the state public records law. Internet records that are not subject to retention will be destroyed on a regular basis. Staff will be regularly informed that the contents of their personal files may be discoverable under state public records laws.

F. Safety and Security of Students When Using Direct Electronic Communication

1. The district will provide e-mail access for students and staff.
 - a. Elementary students may use e-mail through classroom accounts or accounts where the teacher has full access to all communication. Secondary students may establish individual e-mail accounts to serve an educational purpose. Student accounts will be established with a username that will protect the personal identity of the student.
 - b. Staff will be provided with individual account *Option: "and will have dial-up access to the District's Internet system."* Staff will use a signature file that identifies who they are and their position with the district.
 - c. Students may not establish or access web-based e-mail accounts on commercial services through the district Internet system unless such accounts have been approved for use by the individual school.
 - d. Excessive use of e-mail by a student may raise a reasonable suspicion that the student is using electronic mail in violation of this policy.
2. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the district or individual school.

G. Illegal, Unauthorized, and Inappropriate Activities

1. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District Internet system or to any other computer system through the District system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

2. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

3. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet.
- b. Users will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the Internet.

H. System Security and Resource Limits

1. System Security

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account, including protecting the privacy of their password.
- b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

2. Resource Limits.

- a. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
- b. Users will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.
- c. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
- d. Users will subscribe only to approved high quality discussion groups that are relevant to their education or professional/career development.
- e. Excessive use of the district Internet system may raise a reasonable suspicion that the student is using the system in violation of district policy and regulations.

I. Protection of Student Confidentiality and Privacy

- 1. All contracts with third party providers of data management services for the district will be reviewed to ensure compliance with federal and state student privacy and records retention laws.
- 2. Staff transmission of student confidential information via e-mail must be in compliance with all federal and state student privacy laws.
 - a. E-mail transmission will be utilized only when the circumstances justify the need for immediacy in the transmission of information.
 - b. The "subject line" of the e-mail should provide an indication that the e-mail contains confidential student information.
 - c. A hard copy of any e-mail containing student confidential information will be retained in accord with District student records retention requirements.
- 3. Teachers will ensure the protection of student personal information when establishing any relationship with a third-party site or system.

- a. Teachers may require, encourage, or allow students to provide establish individual accounts on a third party site or system only under the following circumstances:
 - i. The establishment of the account is necessary to achieve identified educational purpose.
 - ii. There is no commercial advertising for youth interest products or services on the third party system.
 - iii. Student personal information and student use data will not be collected, analyzed and/or used for commercial advertising or marketing purposes.
 - iv. A minimum amount of non-identifying information is collected for the purpose of establishing the account.
 - v. The third party system has committed to maintain the privacy of any information provided.
 - vi. The third party system provides a process by which a parent may access, review, and remove their child's account information.
 - b. Signed parental permission must be obtained prior to the establishment of the student account. Notice to the parent about proposed student accounts on third party systems must include the following information:
 - i. The name, URL, and privacy policy of the third party system.
 - ii. Description of the educational purpose for the establishment of the account.
 - iii. The period of time for which the account will be established.
 - iv. Information on how they can access their child's records on the third party site.
2. Collection, Analysis, and/or Sale of Student Use Data for Commercial Purposes. The district may not enter into any agreement with a third party supplier of Internet-related services if the third party service provider intends to collect, analyze, and/or sell individual or anonymous student use data for the purpose of commercial advertising and marketing research activities. The collection and analysis of student use data strictly for the purpose of evaluation and improvement of the educational site is acceptable.
3. Privacy and Communication Safety Standards. Students will abide by the following privacy and communication safety standards when using the district Internet system, including use of electronic communications and the web.
- a. Personal contact information includes the student's name together with other information that would allow an individual to locate the student, including, but not limited to, parent's name, home address or location, work address or location, or phone number.
 - b. Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.

- c. High school students will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
 - d. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students will not forward a message that was sent to them privately without permission of the person who sent them the message.
 - e. Students will not agree to meet with someone they have met online without their parent's approval and participation.
 - f. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. Students should not delete such messages until instructed to do so by a staff member.
4. The following provisions address the disclosure of student information, posting student-created material, and posting pictures of students on the District web site. Parents must approve such disclosure and posting.
- a. For students in elementary and middle school, the following standards apply: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification.
 - b. For students in high school, parents may approve either the elementary/middle school standards or the following standards: Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student posted work will contain the student's copyright notice including the student's name.

J. Copyright Management

1. The district will respect the copyright rights of students and staff.
- a. Students own the copyright to their creative works, including works created using district resources. The Internet agreement signed by parents will include a request for permission from parents to post student work on the Internet. All student work posted on the Internet will contain a copyright notice indicating the ownership of that work by the student(s).
 - b. District Staff own the copyright to works created outside of the scope of their employment responsibilities and without the use of district resources. District staff may post such work on the district web site to facilitate access by students and/or staff. Notice of such posting and claim of ownership must be provided (*to whom*). By posting such work to the districts web site, the staff member will grant a non-exclusive license or permission for any staff or student within the district to freely use such work.
 - c. The district shall own the copyright on any works created by district staff within the scope of their employment responsibilities.

2. The district will promote respect for the copyright rights of others.
 - a. The district will provide instruction to staff and students on their rights and responsibilities with respect to the copyright ownership rights of others.
 - b. No material may be disseminated through the district Internet system or posted on the district Internet site unless that material is original, in the public domain, used in accord with the fair use provisions of the copyright law, or is disseminated or posted with permission of the copyright owner.

K. District Web Site Regulations

1. District Web Site.
 - a. The district will establish a district web site. Material appropriate for placement of the district web site includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the district web site.
 - b. The Superintendent will designate a district web publisher, responsible for maintaining the official district web site and monitoring all district web activity. The web publisher will develop style and content guidelines for official district and school web materials and develop procedure for the placement and removal of such material. All official district material originating from the district posted on the district web site must be approved through a process established by the district web publisher.
2. School Web Pages. The building principal will designate a school web publisher, responsible for managing the school web site and monitoring class, teacher, student, and extracurricular web pages. All official material originating from the school will be consistent with the district style and content guidelines and approved through a process established by the school web publisher. The school web publisher will develop additional guidelines and placement processes for the school web site.
3. Teacher or Classroom Web Pages. Teachers may establish web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the district and school.
4. Non-instructional Staff Web Pages. Non-instructional staff may develop web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material, but will be developed in a manner as to reflect well upon the district.
5. Student Web Pages.

- a. Students may create a web site as part of a class activity. Material presented on a student class activity web page must meet the educational objectives of the class activity.
 - b. With the approval of the building principal or web publisher, students may establish personal web pages. Material presented in the student's personal web site must be related to the student's educational and career preparation activities.
 - c. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Student Internet Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
 - d. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the district.
 - e. Student web pages will be removed at the end of the school year unless special arrangements are made.
6. Extracurricular Organization Web Pages.
- a. With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities.
 - b. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the district.
7. Web Page Requirements
- a. All Internet Use Policy provisions, including those addressing inappropriate language, privacy, and copyright, will govern material placed on the district web site.
 - b. Web pages shall not contain the identification information or pictures of the student or student work unless such provision has been approved by the student's parents/guardians.
 - c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
 - d. All web pages will carry a stamp indicating when it was last updated and the e-mail address of the person responsible for the page.
 - e. All web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
 - f. Users should retain a back-up copy of their web pages.

7. Web Site Concerns

- a. The district web site and each School web page will have a "Web Site Concerns" link. This link will take the reader to a page that provides the following information:

"XYZ District seeks to ensure that all materials placed on the district or school web sites are placed in accord with copyright law and do not infringe on the rights of or harm others in any way. To accomplish this we are taking three steps:

- We have a provisions in our Internet Use Policy that address copyright, defamation, harassment, invasion of privacy, and other harmful speech. <link to policy>
- We have established web site management procedures to review materials prior to their placement on the web site. <link to procedures>
- We will promptly respond to any issues of concern. If you have a concern about material placed on our web site, please contact us. <link to e-mail to an administrator who has the responsibility of promptly responding to any complaint>

EXAMPLE

Student Internet Use Policy

This document sets forth the rights and responsibilities for students under the District's Internet Safe and Responsible Use Policy and Regulations.

A. Educational Purpose

1. The district Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the district Internet system.
3. You may not use the district Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the district Internet system.
4. You may not use the district Internet system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Access to Materials

1. You will not use the district Internet system to access material in violation of the following standards:
 - a. Prohibited Material. Prohibited Material may not be accessed at any time, for any purpose. The district designated the following types of materials as Prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
 - b. Restricted Material. Material that is Restricted may not be accessed by elementary or middle school students at any time for any purpose. Restricted Material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher. Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by the school.
 - c. Limited Access Material. Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.

2. If you mistakenly access inappropriate information, you should immediately disclose this access in the manner specified by your school. This will protect you against a claim that you have intentionally violated this Policy.
3. The district has installed a Technology Protection Measure to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection measure. (add the following if the district is using a Technology Protection Measure that may block access to inappropriate material: If you think that the Technology Protection Measure has prevented you from accessing appropriate material, you may request that the material be reviewed and, if appropriate, unblocked, in the manner established by your school.)

C. Privacy and Communication Safety Requirements

1. Personal contact information includes the your name together with other information that would allow an individual to locate you, including, but not limited to, your parent's name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you will not disclose your full name or any other personal contact information for any purpose.
3. If you are a high school student, you will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
4. You will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. You will not forward a message that was sent to them privately without permission of the person who sent them the message.
5. You will not agree to meet with someone they have met online without your parent's approval and participation.
6. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

D. Illegal, Unauthorized, and Inappropriate Uses and Activities

1. Illegal Activities

- a. You will not attempt to gain unauthorized access to the district Internet system or to any other computer system through the district Internet system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. You will not make deliberate attempts to disrupt the district Internet system or any other computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the district Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

2. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

3. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Copyright law can be very confusing. If you have questions ask a teacher.

E. System Security and Resource Limits

1. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

2. Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, personal research.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to approved high quality discussion groups that are relevant to your education or career development.
- f. Excessive use of the district Internet system may raise a reasonable suspicion that you are using the system in violation of district policy and regulations.

F. Your Rights and Expectations

1. Free Speech

Your right to free speech and access to information applies to your use of the Internet. The district may restrict access to materials for valid educational reasons. The district will not restrict your access to information and ideas based on viewpoint discrimination. The district Internet system is considered a limited public forum. The district may restrict student speech for valid educational reasons. The district will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Copyright

You own the copyright to works that you create in school or for a class assignment. If the work is created jointly, each student will have joint ownership of the copyright. You and your parent/guardian must agree to post your work on the district web site. Your work should be posted with your copyright notice.

3. Privacy

- a. You should expect only limited privacy in the contents of your personal files on the district Internet system and records of your online activity. All student use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities you engage in using the district Internet system.
- b. Routine maintenance and monitoring of the district Internet system may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.

- c. Your parents have the right to request to see the contents of personal computer and e-mail files at any time.

4. Due Process

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district Internet system.
- b. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the district Internet system, you will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- c. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on your use of your Internet.

G. Limitation of Liability

- 1. The district will not guarantee that the functions or services provided through the District Internet service will be without error. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system. You may only use the system if your parents have signed a disclaimer of claims for damages against the District.

Student Account Agreement

Student Section

Student Name _____ Grade _____
School _____

I have read the District's Student Safe and Responsible Use Internet Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the District's Student Internet Safety and Responsible Use Policy

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Policy. I will emphasize to my child the importance of following the rules for personal safety.

For elementary students

I hereby give () do not give () permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive e-mail communications through a class account, and engage in other educationally relevant electronic communication activities.

I hereby give () do not give () permission for the school to post the following information/material on the Internet: Students will use limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification (e.g. © 2002, jjwill Student at Adams Elementary School).

For middle school students

I hereby give () do not give () permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive an individual e-mail account, and engage in other educationally related electronic communication activities.

I hereby give () do not give () permission for the school to post the following information/material on the Internet: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student

work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification (e.g. © 2002, jjwill Student at Adams Elementary School).

For high school students

I hereby give () do not give () permission for my child to use the Internet. I understand that this permission includes permission for my child to access information through the Web, receive an individual e-mail account, engage in other educationally related electronic communication activities, and provide personal information to others for education or career development reasons or as approved by school staff.

I hereby give permission for the school to post the following information/material on the Internet:

() Option 1: Students will use a limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted. Student work may be posted with the limited student identification. All student posted work will contain the student's copyright notice using the limited student identification (e.g. © 2002, jjwill Student at Adams Elementary School).

() Option 2. Students may be identified by their full name. Group or individual pictures of students with student identification are permitted. Student work may be posted with student name. All student posted work will contain the student's copyright notice including the student's name.

() Option 3. No information or material may be posted.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____

This space reserved for System Administrator

Assigned User Name: _____

Assigned Temporary Password: _____